

**COMMUNITY LIVING RESPITE PROGRAM
COMMUNITY COMPANION RESPITE PROGRAM**

1.0 SERVICE DEFINITION

- 1.1 Caregiver respite through facilitating care-recipient access to community resources to meet individual needs and interests. This service occurs outside the home.

2.0 SERVICE GOAL

- 2.1 To provide adults with physical disabilities with opportunities for personal, social and/or educational enrichment through access to community resources while simultaneously reducing stress and exhaustion for caregivers.

3.0 SERVICE UNIT

- 3.1 A unit of service for this program is one hour of service provided by a respite worker to an eligible care-recipient.
- 3.2 In calculating the hours of service provided, the time spent in preparing for the visit and traveling to and from the care-recipient's home shall not be counted.

4.0 SERVICE LOCATION

- 4.1 The service can be provided in a variety of community locations, depending on needs of individual program care-recipients.

5.0 ELIGIBILITY

- 5.1 For the purposes of this program, a person with a physical disability is considered a person who has an anatomical/physiological deficit which:
 - 5.1.1 Is anticipated to last 12 months or more
 - 5.1.2 Substantially affects his or her ability to independently carry out activities of daily living;
 - 5.1.3 Is impractical to correct through assistive technology or home modification;
- 5.2 For care-recipients in the **Community Living Respite** program:
 - 5.2.1 Must be a resident of Sussex County and would not otherwise qualify for this service under any other program.
 - 5.2.2 Must be care-recipients who require substantial assistance from a caregiver to remain independent.
 - 5.2.3 May be over 59 if enrolled in the program upon turning sixty (60) who are still able to access the community with assistance of a respite care worker.
- 5.3 For care-recipients in the **Community Companion Respite** program:
 - 5.3.1 Must reside in the State of Delaware and would not otherwise qualify for this service under any other program.
 - 5.3.2 Must be care-recipients who require substantial assistance from a caregiver to remain independent.

- 5.3.3 Must be eighteen (18) years of age or above with priority given to those under fifty-nine (59) years of age who are still able to access the community with assistance of a respite care worker.
- 5.3.4 Must meet eligibility requirements of long term care Medicaid (250% of the SSI payment standard and the maximum resource limit.)
- 5.3.5 Must be a U.S. Citizen or legal alien.
 - 5.3.5.1 Alien status verification is required and the provider must follow the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD) Procedures and Reporting Requirements for SSBG Alien Verification.

5.4 Priorities

- 5.4.1 Priority shall be given to referrals from hospitals, doctors, case management staff, and family support groups.
- 5.4.2 Priority for Respite Care should go to those individuals meeting the above conditions who are otherwise eligible for admission to an Intermediate Care Facility if they do not receive respite care.
- 5.4.3 Priority for service shall be given to those persons who are homebound and who otherwise would not have access to opportunities to make use of community resources.
- 5.4.4 For those care-recipients that may become homebound for health or other reasons, respite can be provided in the home for a maximum of 4 months. If it is anticipated that the care-recipient will be homebound for more than 4 months, they shall be referred to the DSAAPD Statewide Respite or other appropriate Program.

6.0 SERVICE STANDARDS

- 6.1 Respite services must meet or exceed the following standards:
 - 6.1.1 The agency must comply with all applicable Federal, State, and local rules, regulations, and standards applying to the service being provided.
 - 6.1.2 Staff must maintain current knowledge of community based events, activities, and trainings that are of interest to the care-recipient
 - 6.1.3 Vehicles must be accessible to persons with physical disabilities
 - 6.1.4 Vehicles must be maintained in a safe operating condition.
 - 6.1.5 All requests for service must be processed within five (5) working days of receipt, including identification of possible eligibility for respite service funded from another source
 - 6.1.6 An Interest Inventory / Individualized Care Plan (ICP) must be developed for each new care-recipient within five (5) working days after enrollment. The plan will include:
 - 6.1.6.1 Activities and interest
 - 6.1.6.2 Individual goals
 - 6.1.6.3 A schedule for community participation
 - 6.1.6.4 Details regarding accessing community resources.

- 6.1.6.5 Referrals to other programs or services from which the care-recipient would benefit.
- 6.1.7 An Interest Inventory / ICP will identify those services to be provided to the care-recipient while the caregiver is relieved.
- 6.1.8 The Interest Inventory / ICP for the care-recipient must be reassessed within 6 months of the start of the program and annually thereafter, with revisions made in the plan of care as necessary
- 6.1.9 A Caregiver Assessment must be completed at the initial interview. The Caregiver Re-Assessment must be completed annually. These assessments should become part of the care-recipient's permanent case file and be available for review during monitoring. Caregiver assessments should be detailed and thorough, with adjustments in service hours where applicable, to ensure the caregiver's needs remain the primary focus and are being met
- 6.1.10 Individual care-recipient files are to be considered confidential and maintained in a locked filing cabinet.
- 6.1.11 Clear policies regarding cancellations and other matters related to the operation of the program must be developed and distributed in writing to all program care-recipients.
- 6.1.12 Outreach for this program will be carried out by the provider agency.
- 6.2 **Allowable Services**
 - 6.2.1 The following services are allowable for the care-recipient through respite services:
 - 6.2.1.1 Transportation to community social, educational resources, and other enrichment activities determined by the care-receiver and program staff to be appropriate and of value to the care recipient
 - 6.2.1.2 Transportation to shopping or appointments in the community
 - 6.2.1.3 Assistance with activities of daily living
 - 6.2.1.4 Participation in physical fitness and self-defense activities
 - 6.2.1.5 Attending education or training events
 - 6.2.1.6 Participating in social groups and community organizations
 - 6.2.1.7 Volunteering at schools, hospitals, community organizations or other locations

6.3 Prohibited Services

6.3.1 The following services are prohibited for the care-recipient through respite services:

- 6.3.1.1 Skilled care,
- 6.3.1.2 Nail or foot care
- 6.3.1.3 Makeup, hair setting or barbering
- 6.3.1.4 Heavy duty cleaning, furniture moving or other heavy work
- 6.3.1.5 Lawn care, garden, raking or snow removal
- 6.3.1.6 Any fees to participate in activities such as admission, entrance, registration, membership or activity
- 6.3.1.7 Transportation to activities which are considered illegal by the State of Delaware
- 6.3.1.8 Costs associated with overnight travel
- 6.3.1.9 Meals
- 6.3.1.10 Financial or legal advice or services (except for referral to qualified agencies or programs)
- 6.3.1.11 Any activity that could be a health or safety hazard

6.4 Staff Requirements

- 6.4.1 Respite care workers shall have and maintain first aid and CPR certification with certification on file with the agency
- 6.4.2 Respite care workers must be trained and qualified to provide support services needed by the care-recipient
- 6.4.3 Drivers must have a valid driver's license with a copy on file with the agency
- 6.4.4 Drivers must be trained in and/or demonstrate ability to safely seat and move passengers with a physical disability

7.0 WAITING LISTS

- 7.1 When the demand for a service exceeds the ability to provide the service, a waiting list is required. Applicants will be placed on the waiting list until services can be provided, or until services are no longer desired by the applicant. The waiting list must be managed in accordance with DSAAPD policy X-K, Client Waiting List.

8.0 INVOICING REQUIREMENTS

- 8.1 The providers shall invoice DSAAPD pursuant to the DSAAPD Policy Manual for Contracts, Policy X-Q, Invoicing.
- 8.2 The following information will also be included on the invoice:
 - 8.2.1 Care-recipient legal name
 - 8.2.2 Hours (Service Units) provided per care-recipient
 - 8.2.3 Service Unit Cost
 - 8.2.4 Total Hours (Service Units) Provided
 - 8.2.5 Total DSAAPD Funds earned

COMMUNITY LIVING RESPITE PROGRAM

COMMUNITY COMPANION RESPITE PROGRAM (SSBG)

PLANNED SERVICE UNITS AND PROPOSED OBJECTIVES

GRANTEE / AGENCY NAME: _____

PROGRAM NAME: _____

PLANNED SERVICE UNITS	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
1. Number of hours of direct service provided					
2. Number of unduplicated care-recipients served					
3. Number of Caregiver Assessments completed					
4. Number of Caregiver Re-Assessments completed					
5. Number of Interest Inventories / ICP completed					
6. Number of Interest Inventories / ICP Re-Assessments completed					

NOTE: The above projections (goals) are compared with actual statistics on the Service Objectives Status Form, which is Page 2 of the Quarterly Program Performance Report.